



**TO: ALL PERSONS INTERESTED IN AN APPRENTICESHIP LICENSE**

**SUBJECT: INFORMATIONAL PACKET REGARDING APPRENTICESHIP**

The Apprenticeship Program is a training program approved by the Department of Labor Relations, Division of Apprenticeship Standards (DAS) that allows a trainee, called an apprentice, to earn a wage while studying to become a cosmetologist, electrologist or a barber under the guidance and supervision of a California Board of Barbering and Cosmetology (Board) licensee in a salon licensed by the Board. A contract, called an indenture agreement, is drawn up between an approved salon owner and trainer, the program sponsor and student apprentice.

This is a full-time two-year program. The apprentice must be employed full-time (at least 32 hours a week) and receive supplemental instruction in a classroom.

In order to qualify for the apprenticeship program a person must:

1. Be at least sixteen (16) years of age and have completed the 10th grade or its equivalency.
2. Have (1) a program sponsor, (2) a trainer licensed by the Board and who is willing to teach you, and (3) an establishment licensed by the Board that is willing to allow you to work.
3. Complete and submit an Apprentice Agreement to DAS.
4. Complete and submit an "Application of Licensure as a Licensed Apprentice and for Approval of Trainer and Establishment" and pay the appropriate fee to the Board.
5. Complete 39 hours of Pre-Apprentice training from an approved provider.

To start the process of becoming an apprentice, contact a Program Sponsor in your area. There is a list of approved program sponsors attached. They will assist you with filling out the proper documents and application to gain your apprentice license. They will also provide you with additional information regarding specific program requirements.

After completing the required 3200 Apprentice hours in a salon and 220 hours of supplemental instruction in a classroom, you will apply for your professional license by submitting the Application for Examination and paying the required fee for the exam. After passing the examination, you will receive your professional license and will no longer have to work under a trainer.

**NOTE:** An apprentice cannot work until they have registered with DAS and this Board has issued an apprentice license. Failure to obtain all approvals before working as an apprentice will subject the establishment owner, trainer and apprentice applicant to administrative citations and fines.

If you have any questions or concerns please call the Board at (916) 574-7570, or a program sponsor from the attached listing.

## ***APPROVED APPRENTICESHIP PROGRAM SPONSOR COMMITTEES***

<p><b>Northern California Barbering and Cosmetology Apprenticeship Committee (NCBCAC)</b>  <b>Cosmetologists and Barbers: (Sponsor Code 738)</b>  Shirley McNealey  <u>Mailing Address:</u>  P.O. Box 2591  Elk Grove, CA 95759-2591  <u>Physical Address:</u>  1111 Howe Avenue, Suite 620  Sacramento, (916) 568-6008  (916) 568-6072 Fax  <b>Additional Counties Covered</b>  Los Angeles, Fresno/Central Valley area, Santa Cruz/Monterey area, Napa Valley area and San Francisco Bay area</p>	<p><b>Orange County Joint Apprenticeship Training Committee (Orange County JATC)</b>  <b>Cosmetologists and Barbers</b>  <b>Cosmetologists</b></p> <p>(Sponsor Code 700)  Jim Stanphil  20202 McKinley Lane  Huntington Beach, CA 92646  (949) 642-2631  (949) 548-3144 Fax</p>
<p><b>Michael Burt's Barbering Apprenticeship Committee Barbers</b>  Michael Burt (Sponsor Code 701)  8865 Cadura Circle  Elk Grove, CA 95624  (916) 685-2117  (916) 685-2117 (Fax)  <b>Serving most of Northern and Central California</b></p>	<p><b>Barbers</b>  (Sponsor Code 711)  John Sanders  1905 E. 17<sup>th</sup> St., #316  Santa Ana, CA 92705  (714) 571-5747  (714) 571-5750 Fax</p>
<p><b>Greater East Bay Barber and Cosmetology Apprenticeship Committee (GEBBCA)</b>  <b>Cosmetologists and Barbers</b>  (Sponsor Code 717)  Gracie Young  1908 Telegraph Avenue  Oakland, CA 94621  (510) 267-0617  (510) 267-0637 Fax</p>	<p><b>East Bay and South Counties Apprenticeship Committee Cosmetologists and Barbers</b>  (Sponsor Code 773)  Raymond Gumbs  2063 'B' St.  Hayward, CA 94541  (510) 889-8653  (510) 889-7716 Fax</p>
<p><b>Los Angeles Joint Apprenticeship Training Committee (LAJATC)</b>  <b>Cosmetologists and Barbers</b>  (Sponsor Code(s) 707 &amp; 714)  Ella Townsend  630 S. Shatto Pl.  Los Angeles, CA 90005  (213) 487-7070 ext. 7028</p>	<p><b>Los Angeles County Cosmetology Apprenticeship Council (LACCAC)</b>  <b>Cosmetologists</b>  (Sponsor Code 710)  Dana Rogalski  1891 N. Gaffey St., Ste. P  San Pedro, CA 90734  (310) 547-3711  (310) 547-3743 Fax</p>

## **APPROVED APPRENTICESHIP PROGRAM SPONSOR COMMITTEES**

<p><b>San Diego Cosmetology Apprenticeship Committee (SDCAC)</b> <b>Cosmetologists</b> (Sponsor Code 725) Toni Gama 11650 Iberia Pl., Ste. 215 San Diego, CA 92128-2431 (858) 613-7788 (858) 613-7788 Fax <b>Counties Covered</b> San Diego, Imperial, Riverside, San Bernardino</p>	<p><b>San Bernardino/Riverside Joint Apprenticeship Training Committee</b> <b>(San Bernardino/Riverside JATC) Barbers</b> (Sponsor Code 704) John Olivas 1200 N. E Street San Bernardino, CA 92401 (909) 388-6000 (909) 888-7149 Fax</p>
<p><b>Pure Skin Wellness Spa</b> <b>Electrologists</b> Cheryl Conway (Sponsor Code 790) 4478 Market St. #704 Ventura, CA 93003 (805) 644-3900</p>	<p><b>Cosmetica Cosmetology &amp; Barber Unilateral Apprenticeship Committee (CCBUAC)</b> <b>Cosmetologists &amp; Barbers</b> (Sponsor Code 755) Maria Teresa Silva (Ceja) 9050 Telegraph Rd., Suite 201 Downey, CA 90240 (562) 862-1090 (562) 862-8399 Fax</p>

## **Department of Industrial Relations, Division of Apprenticeship Standards (DAS)**

The Division of Apprenticeship Standards administers California law governing standards for wages, hours, working conditions and training required for all state registered apprentices, leading to a state issued certificate of completion when all aspects of the apprentice's training are satisfactorily completed and journey level status achieved.

DAS annually awards completion certificates to the graduates of the 1,433 currently active apprenticeship programs in more than 200 occupations. DAS goals are twofold: to match the needs of workers for the skills to get and keep a decent paying job with those of employers for motivated workers with the skills to do the job; and to strengthen the apprenticeship alliance among industry, labor, education and government for recruiting workers and teaching the skills they and their employers need.

Professional staff of the division establish new apprenticeship programs in any of the 800 recognized apprenticeable occupations. DAS works with the apprenticeship program sponsors and monitors their on-the-job training coupled with related instruction to ensure the high standards set by the division.

### **Contact the D.A.S. office in your area with any questions:**

**FRESNO** 2550 MARIPOSA STREET, ROOM 3080  
Fresno, CA 93721-2219  
(559) 445-5431

**LOS ANGELES** 320 W. Fourth Street, Suite 830  
Los Angeles, CA 90013-1105  
(213) 576-7750

**OAKLAND** 1515 Clay Street, Suite 602  
Oakland, CA 94612-1430  
(510) 622-3259

**SACRAMENTO** 2424 Arden Way, Suite 160  
Sacramento, CA 95825-2488  
(916) 263-2877

**SAN JOSE** 100 Paseo de San Antonio, Room 125  
San Jose, CA 95113-1484  
(408) 277-1273

**SAN DIEGO** 7575 Metropolitan Drive, #209  
San Diego, CA 92108  
(619) 767-2045

## FREQUENTLY ASKED QUESTIONS

**Q: I want to become an Apprentice, what do I need to do?**

A: The first thing you need to do is find a program sponsor, please see the attached approved listing of Program Sponsors.

**Q: Will it cost me anything to become an Apprentice?**

A: The Board requires a \$25.00 licensing fee to be paid for your apprentice license.

**Q: Are there any other required fees?**

A: The Board recommends that you investigate prospective Program Sponsors in order to be aware of all potential expenses before you enter the Apprenticeship Program.

**Q: I don't want to become a Barber, Electrologist or Cosmetology apprentice, but I do want to become a Manicurist or Esthetician apprentice. Is the Apprentice Program available for Manicurist or Esthetician?**

A: No. At this time the apprentice program is for Barber and Cosmetology apprentices only. If you desire to become a Manicurist or an Esthetician, you will need to contact a School of Cosmetology for available courses.

**Q: If I am presently attending a Board approved school of Barbering or Cosmetology and would like to become an apprentice, may I apply my school hours towards the hours required by the Apprentice Program?**

A: No. Your clock-hours and operations accumulated in a Board approved school of Barbering or Cosmetology are non-transferable to the Apprentice Program.

**Q: Is the Related Training part of my 3,200 hours of on-the-job training?**

A: No. The Related Training (216 hours for Barbering and 220 hours for Cosmetology) is in addition to your 3,200 clocked hours.

**Q: I have been told that I need identification but I don't drive. What can I do?**

A: All licensed individuals, including apprentices, must have a current, valid, government issued, photographic identification with them while they are working in an establishment. If you do not drive, you may receive California Identification from the California Department of Motor Vehicle. A list of acceptable identifications can be found in this handbook.

**Q: Will I be working on paying clients as an apprentice?**

A. Yes. However, all work that you perform on clients must be done under the direct supervision of your trainer in the approved establishment listed on your license.

**Q: Does the trainer that I choose need to have any special education prior to becoming a trainer?**

A: No. Anyone who is currently licensed by the Board as a Barber or Cosmetologist may become a trainer. A trainer may be the owner or employee of a licensed establishment and must be in good standing with the Board. Your trainer must be licensed in your chosen course of study (i.e., same scope of practice).

**Q: What if my trainer becomes sick or takes a leave of absence?**

A: The Board requires that each apprentice may only work under the direct supervision of their approved trainer. If your trainer must take a day or two off due to illness, etc., you may not continue to work without your trainer present. If your trainer must take an extended leave of absence, it may become necessary for you to transfer to another trainer.

**Q: If I decide to quit the program or need to take a leave of absence, what can I do?**

A: If you decide to leave the program permanently or for an extended period of time which would prevent you from completing the required curriculum (on-the-job training **and** related training) hours within the years that your license is valid, your program sponsor must complete a *Verification of Training*. This completed and signed verification must be submitted along with your apprentice license to the Board. Your earned on-the-job training hours and operations, related training, and pre-apprentice training are retained for three years should you decide to re-enroll.

**Q: Do I need to be an apprentice for a full two years before I can take the licensing examination?**

A: Not necessarily. You must complete 3,200 clock-hours of training as well as the related classroom training. If you work full time with no interruptions in your training, it is possible to complete the program in approximately 19 months.

**Q: If I finish my requirements in 19 months, may I still continue to work until my apprentice license expires?**

A: Yes, as long as you apply for the license examination. You may continue to work for three months after you have completed the program requirements or until your license expires, whichever comes first.